



# USAID | JORDAN

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72027821R10016

**ISSUANCE DATE:** July 04, 2021

**CLOSING DATE/TIME:** July 17, 2021  
11:59 p.m. Amman local time

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC - Local Compensation Plan)**

Dear Prospective Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Amman Jordan, is seeking applications from qualified individuals to provide personal services under contract as described in this solicitation.

Applications must be in accordance with **Sections I through VIII** of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application materials for their records.

This solicitation in no way obligates USAID/Jordan to award a Personal Services Contract (PSC) nor does it commit USAID/Jordan to pay any cost incurred in the preparation and submission of the applications.

Any questions must be directed in writing to the Point of Contact specified in point 10 Section I General Information.

Sincerely,

Jennifer Scott

Digitally signed by Jennifer Scott  
Date: 2021.07.01 08:36:22  
+03'00'

**Jennifer Scott**  
**Contracting Officer**

## **I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER:** 72027821R10016
- 2. OPEN TO:** All Interested Jordanian Citizens
- 3. ISSUANCE DATE:** July 04, 2021
- 4. CLOSING DATE/TIME:** July 17, 2021 11:59 p.m. Amman Local Time
- 5. POSITION TITLE:** Financial Analyst- Financial Management Office
- 6. PERIOD OF PERFORMANCE:** Employment under this contract is of a continuing nature. Its Duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply. The contract will be for a base period (between one to three years) and based on the Agency needs, the Contracting Officer may exercise (an) additional option period(s). If the U.S. Government exercises this option, the total duration of this contract, including the exercise of any options, shall not exceed five (5) years.
- 7. MARKET VALUE (SALARY PER ANNUM):** **JOD 29,426 – JOD 48,549** Equivalent to **Grade FSN-11**  
*In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Jordan. Final compensation will be negotiated within the listed market value (Salary).*
- 8. PLACE OF PERFORMANCE:** Amman, Jordan
- 9. SECURITY LEVEL REQUIRED:** Facilities Access/Employment Authorization
- 10. POINT OF CONTACT:** All questions should be directed to:  
[ammanresumesusaid@usaid.gov](mailto:ammanresumesusaid@usaid.gov)

## **11. STATEMENT OF DUTIES**

USAID/Jordan has an immediate vacancy for a Financial Analyst at the Financial Management Office (FMO). The work schedule is 40 hours per week and the workweek is Sunday-Thursday.

This Financial Analyst (FA) position is located in the Financial Management Office (FMO) and is one of three Financial Analysts, under the supervision of the Chief Financial Analyst. The primary purpose of this position is to serve as a full member of one or more Development Objective Teams (DOTs) and provide expert financial and audit management advisory and evaluation services for programs managed by the assigned DOTs. As such, S/he performs analysis (or oversees the performance of these analysis by outside consultants) to determine that financial feasibility is demonstrable; potential financial problems are identified and addressed; funding levels are adequate for accomplishing project results; all budgetary

requirements have been identified and provided for; estimated management monitoring have been provided for; proposals are within the capabilities of prospective Implementing Partners (IPs); and where applicable, IP's management of previous projects has been adequate. Analysis involves on-site reviews to assure that proper accounting and internal control procedures are being followed; controls are adequate to ensure appropriate utilization of USAID funding and resource flows are consistent with project/activity progress. S/he is also responsible for assisting in building managerial capacity of implementing agencies of the Government of Jordan (GOJ), Non-Governmental Organizations (NGOs) and contractors through the performance of assessments and reviews. The Financial Analyst also executes reviews of mission management controls and monitors mission compliance with USAID policy and USG regulatory requirements.

## **Major Duties and Responsibilities:**

### Financial Management Support of Programs

The FA conducts the full range of analysis, reviews, and assessments to ensure compliance with activity's adequate forward funding requirements. Also, s/he recommends the most suitable financial and implementation methods for the optimum achievement of program results while ensuring financial accountability. The FA acts as a primary liaison between the USAID FMO Office and DO team members, CORs/AORs, on all matters of mutual concern.

The FA reviews Development Objective Agreements (DOAGs), grants, Implementation Letters (ILs) and other project/activity implementation documents such as Host Country Contracts, to ensure their consistency with general activity design. Posts financial transactions in Phoenix and in GLAAS. The FA prepares the financial section of the Project Approval Document (PAD) design document and assists the technical offices in preparing detailed illustrative budgets that represent the U.S. Government cost estimate for all acquisition and assistance procurement transactions. Prepares and leads the quarterly financial review to review pipelines, obligations, and procurement plans. Closely coordinates with AORs/CORs and IPs in problem identification and resolution, ensuring that obligated funds and planned incremental funding actions are adequate for accomplishing project results and are in full compliance with the Agency's forward funding guidelines.

This task involves complex pipeline analysis that tracks utilization of funds, starting with budget allocations, funding levels, mortgage and planned-vs-actual expenditure analysis. Participates in the Mission's semi-annual portfolio reviews by providing relevant financial information and responding to inquiries on funds disposition. Assists the technical teams in performing financial close-out of agreements. Collaborates with the technical teams to prepare and monitor the Program Support. The FA provides guidance to project officers/CORs/AORs in preparing and completing the de-obligation/re-obligation processes, and planned expenditures, and ensures that financial and accounting concerns are adequately addressed, and that they are in conformity with USAID and Mission policies and regulations.

Leads the 1311 review of all program funded expired obligations to determine whether obligated funds are still required in accordance with Agency requirements to ensure the validity of all obligations and commitments. Facilitates the deobligation of funds no longer considered valid, properly documents all decisions, in writing and orally, with affected IPs, Mission and AID/W staff to make this determination. In close coordination with designated AOR/CORs, monitors the accounting performance of IPs, including verifying the IP justification for program funded advances, and coordinating with Voucher Examiners on requests and execution of exceptions to the Agency's advance policy.

As needed, develops materials and presents financial best practices and USG regulations to new IPs during formal and informal training situations. Provides capacity strengthening and support to prospective IPs, as

they seek to become efficient and self-sustainable IPs. This includes closely working with the IPs senior management and its financial and administrative staff.

#### Assessments and Financial Reviews

S/he assesses prospective recipients' administrative and institutional abilities to implement programs/activities. Determines appropriateness and effectiveness of prospective recipients' operational procedures evaluates their financial, accounting, internal control, and contracting capabilities, as well as their ability to adequately safeguard U.S. assets. Uses professional judgement to provide an opinion on the confidence to be placed on the recipients' internal controls and offers advice to recipients on weaknesses and possible solutions to identified problems. For significant deficiencies, collaborates with the Contracting or Agreement Officer to develop Special Award Conditions to address identified organization's weaknesses. Coordinates the follow-up resolution and final closure of any assessment findings and maintains a status report to monitor open findings and recommendations. The FA conducts complex assessments of USAID partner government institutions, in accordance with USAID's Public Financial Management Risk Assessment Framework, as part of the mission's Government-to-Government programs, and also conducts assessments of host government entities' contracting systems and processes. The FA acts as a team lead for the assessment coordinating work of other mission team members as well as GOJ counterparts.

The FA is responsible for writing a comprehensive report outlining the findings and recommendations of the assessment. Assists in the development of GOJ IPs government risk mitigation plans and monitors implementation of the plans. Conducts financial reviews and performs site visits to monitor the financial and accounting performance of recipients and assures that implementation plans and procedures are being applied and that appropriate corrective measures are taken in a timely manner. Follow-up on the implementation of recommendations. Drafts statements of work for outsourced assessments, reviews, capacity development or other services for the benefit of IPs or the GOJ. The FA occasionally serves as a Contracting Officer Representative (COR) for the assessments that are procured by the Mission.

#### Audit Management and Control

The job holder assists in the execution of the mission's audit management program; - Advises mission managers on audit requirements and serves as audit liaison for ongoing audits. - Assists in the development of the Mission's Audit Management Plan, maintains related records for audit tracking systems (TRACS/CACS). - Participates in audit entrance and exit conferences, - Drafts and/or clears on audit-related mission correspondence. - Reviews audit reports and follows-up on outstanding audit recommendations - Monitors reporting and clears audit recommendations by solving financial and related problems and preparing supporting documentation for auditors. - Coordinates with audit firms, Mission partners, and the USAID Regional Inspector General to assure the timeliness and appropriateness of mission follow-up actions. - Assists in foreign audit environment appraisals and audit firm assessments.

The FA supports the annual Federal Managers Financial Integrity Act (FMFIA) review of management controls, as well as the Enterprise Risk Management review. S/he evaluates USAID/Jordan administrative and operating procedures as requested and makes recommendations/implements solutions to improve administrative systems and controls. S/he will perform testing of controls if deemed necessary.

The job holder assists in the monitoring and implementation of recommendations resulting from such evaluations as approved by the Controller. S/he periodically reports to the MCRIC on actions taken and/or identified internal control weaknesses that remain open. The FA occasionally serves as a Contracting Officer Representative (COR) for the audit management programs that are procured by the Mission.

### ***Supervisory Relationship***

The job holder receives supervision and guidance from the Chief Financial Analyst and/or his or her designee.

### ***Supervisory Controls***

Supervision of other staff is not contemplated.

### ***Other significant Factors***

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

## **12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

## **13. AREA OF CONSIDERATION**

To meet basic eligibility requirements, the applicant must be a Jordanian Citizen and must submit a complete application as outlined in the section titled APPLYING. The selected applicant is required to undergo and successfully pass a medical and security clearances. This process takes, on average, up to nine months. The selected applicant must be able to begin working within a reasonable period (60 days).

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

Applications will be initially screened for eligibility in accordance with the qualification criteria below. Applicants must address each criterion in their application in order to meet the below minimum qualifications for this position.

- a. **Education:** Bachelor's degree in one of the following fields: accounting, finance, business administration or banking is required. **Supporting documentation (i.e. copy of bachelor's degree must be included in the application for eligibility purposes).**
- b. **Prior Work Experience:** Minimum of five years of progressively responsible experience in professional financial analysis, auditing, budgeting and/or accounting is required.
- c. **Language Proficiency:** Level IV (fluent) English and Arabic proficiency for both oral and written communication is required. At Level IV, an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A minimum score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96 for the TOEFL iBT are acceptable. Examination scores must have been recorded within the last six months; or else, candidate will be tested again.
- d. **Skills and abilities:** Must possess excellent interpersonal skills to develop and maintain contacts with high level officials of host country implementing institutions, USAID partners and Mission personnel. Must have demonstrated excellent ability to analyze financial data and assess its reliability and value, detect the financial strengths and weaknesses of projects and organizations, and to make independent judgments regarding the institutional capabilities and the adequacy of accounting systems and controls. Must be well organized and able to present facts and recommendations in a clear, concise manner, both orally and in writing. Must have demonstrated expert knowledge of MS Office application suite (Word, Excel, PowerPoint, etc.). Must have demonstrated the ability to work independently with only minimal guidance. Must have

demonstrated creativity to proactively develop solutions to issues in a constantly changing environment. Must have demonstrated ability to communicate financial information succinctly and in understandable terms to non-financial audience.

### **III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with applicants in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of applicants with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of applications that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of applicants in the competitive range to the greatest number that will permit an efficient competition among the most highly rated applications. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Applicants who do not meet the minimum education and experience requirement will not be contacted. Applicants who meet the minimum education and experience requirement will be further evaluated based on the evaluation criteria mentioned below:

- a. Prior work experience: 40%
- b. Language Proficiency: 25%
- c. Skills and abilities: 35%

At each step of the process, the Contracting Officer may establish a competitive range. Only top-ranked applicants will be given an English test (TOEIC). Applicants with passing TOEIC scores may be further assessed and only top-ranked applicants may be given a written skills technical test, to further assess the candidates qualifications of any of the evaluation criteria listed above as well as written English skills. Testing will be conducted in Amman, Jordan. Only the top-ranked applicants from the written skills test will be invited for an interview. USAID/Jordan Human Resources Office will conduct reference checks on top-ranked applicants. USAID/Jordan may use reference information obtained from other than the sources identified by the applicant and solicit additional information from references provided if the Contracting Officer finds the existing information to be insufficient for evaluating an applicant's performance.

USAID will screen for nepotism/conflict of interest in determining successful candidacy. Internal employees must have completed 52 weeks of employment in their current position before being eligible to apply. If an internal employee's Human Resources Officer approved a waiver, the waiver must be included in the application package for eligibility purposes.

### **IV. SUBMITTING AN APPLICATION (APPLYING)**

To ensure consideration of application for the intended position, applicants must prominently reference the solicitation number in the application submission. Eligible applicants are required to complete and submit the following as a complete application package:

- a. A current curriculum vitae that includes the National Jordanian ID number.\*
- b. Copy of the Jordanian National ID.\*
- c. Copies of educational certification for eligibility purposes. \*
- d. Filled and signed Universal Application for Employment (DS-0174).



**\*Copies of educational certification must be submitted either in English or Arabic. Failure to submit copies of certification together with a comprehensive curriculum vitae and a copy the Jordanian National ID will mark your package incomplete and will eliminate your application from the recruitment process even if you were qualified.**

Applications must be received by the closing date and time specified in Section I, item 4, and submitted to the [ammanresumesusaid@usaid.gov](mailto:ammanresumesusaid@usaid.gov). Application forms can be accessed from the Embassy website: <https://jo.usembassy.gov/embassy/jobs/>

## **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the Contracting Officer (CO) or his/her designee informs the successful applicant about being selected for a contract award, the CO or his/her designee will provide the successful applicant with instructions on how to complete and submit the required documents related to mandatory medical and security clearances.

Failure of the selected applicant to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked applicant.

## **VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances:

- Basic Salary within the advertised market value
- Transportation & Miscellaneous Allowances
- 13<sup>th</sup> & 14<sup>th</sup> Month Bonuses
- Subscription to the Jordanian Social Security
- Subscription to the Mission's Provident Fund Program
- Medical Insurance (Employee & Family)
- Life Insurance (Employee only)

Funds for Social Security, retirement, pension, vacation or other cooperating country programs as required by local law shall be deducted and withheld in accordance with laws and regulations and rulings of the cooperating country or any agreement concerning such withholding entered into between the cooperating government and the United States Government.

## **VII. Taxes**

Based on Department of State policies and regulations, the U.S. Mission cannot withhold income tax deductions for Jordanian Locally Employed Staff. LE Staff employees are obliged to observe the laws and regulations of the Jordanian Government. Employees are encouraged to file their income tax in a timely manner.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing **CCN and TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts with a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Cooperating Country National Personal Services Contracts (CCNPSC) available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.
5. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information:

<https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov)